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February 19, 2020

DIVISION MEMORANDUM
 NO. 075 s., 2020

MANDATORY ORIENTATION ON THE USE OF THE UNIFIED INFORMATION SYSTEM (UIS) FOR DIVISION OFFICE PERSONNEL

TO: Assistant Schools Division Superintendent
 OIC, Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, Schools Governance Operations Division
 Division Unit Heads and Section Heads
 All Concerned

1. In line with the Division's pursuit to sustain quality management system and drive for continuous improvement, this Division will conduct a Mandatory Orientation on the Use of the Unified Information System (UIS) on February 20, 21 and 24, 2020 at Bulwagang Tanglaw, DepEd Cavite Province Comp. Brgy. Luciano, Trece Martires City, Cavite.

2. This orientation aims to familiarize all the Division Office Personnel on the use and capabilities of the UIS. The orientation shall focus on the use of the ICT Ticketing Services and the Document Tracking System. A simulation activity shall also be done during the orientation to be able to give the participants the strong grasp on the procedures of using the system.

3. The orientation shall be done in three batches. Please refer to the attached the list of participants per batch and their corresponding schedules.

4. Listed below are the facilitators for the activity:

Name	Unit
Mignon Cecille Mangoba	ICT Services
Melecio Pedron	Records Unit
Jay Dayrit	ICT Services
Christopher Matthew Tolentino	ICT Services
Sarah Lyn Marcaida	Records Unit

5. Each unit shall bring at least two laptops and extension cords to the venue for the simulation activity.

6. The participants shall not be allowed to leave the venue during the entire duration of the orientation. Appropriate action will be enforced for non-compliance.



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Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

7. Each participant shall register their names to the system before the scheduled orientation. Should you have any queries on the registration, kindly approach Mr. Jay Dayrit or Mr. Christopher Matthew Tolentino of the ICT Services.
8. Attendance is a MUST.
9. Immediate and widespread dissemination of this memorandum if highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



LIST OF PARTICIPANTS AND FACILITATORS TO THE ORIENTATION ON THE USE OF THE UNIFIED INFORMATION SYSTEM (UIS) FOR DIVISION OFFICE PERSONNEL

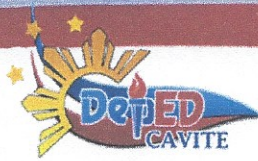
(February 20, 21 and 24, 2020)

February 20, 2020 (1:00 PM to 5:00 PM)

No.	Name	Designation	Unit/Section
1	BALEN, ELAINE V.	AO V-HR Unit	HR Unit
2	CRISOSTOMO, ELSIE A.	ADA IV	HR Unit
3	DEL ROSARIO, RONALD KEVIN C.	AO 2	HR Unit
4	FEDEROSO, MA. CORAZON P.	ADAS III	HR Unit
5	FULVADORA, TEODORO P.	AO 2	HR Unit
6	NATI, ERNALYN	ADAS III	HR Unit
7	NUEVA, LENNARD	ADAS III	HR Unit
8	MASICAP, MICHELLE	ADA III	HR Unit
9	PELLAS, CLAIRE D.	ADAS III	HR Unit
10	RUIZ, VIENNA MEI R.	ADAS III	HR Unit
11	VASQUEZ, NORITA C.	ADAS III	HR Unit
12	CARPINA, DANIEL V.	Attorney III	Legal Services Unit
13	ROMEN, MELVIN S.	ADA VI	Records Unit
14	PANGANIBAN, RICHELLE N.	ADAS IIII	Administrative Services
15	SIDUCON, MAUREEN	AO 2	Administrative Services
16	REAÑO, SALVADOR P.	ADAS III	Property/Supply Unit
17	ROM, SELWYN A.	ADAS VI	Property/Supply Unit
18	ROMEN, EDWARD JOEVAN R.	AO IV-Supply	Property/Supply Unit
19	AREVALO, ABIGAIL B.	ADAS III	Cashier Unit
20	CREMA, LAURA R.	AO IV-Cash	Cashier Unit
21	MATIAS, JOHNY, Jr.	ADAS III	Cashier Unit
22	MOISES, MARY ANN L.	ADAS III	Cashier Unit
23	SALAMATIN, KRISTINE	Registrar I	OSDS
24	RODRIN, GLAIZELLE M.	Nurse II	MEDICAL Section
25	HERRERA, GLAIZA	Nurse II	MEDICAL Section
26	DARVIN, JENNIE LYNN	Nurse II	MEDICAL Section
27	SAMONTE, REYMUND KRISTOPHER M.	Nurse II	MEDICAL Section

February 21, 2020 (1:00 PM to 5:00 PM)

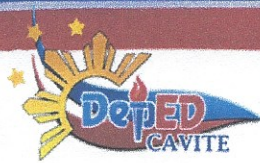
No.	Name	Designation	Unit/Section
1	ANUDON, STELLA MARIZ C.	ADAS III	Accounting Unit
2	BARRERA, MARIETA R.	ADAS III	Accounting Unit
3	BAYOT, CHERRY D.	Accountant III	Accounting Unit
4	BAYOT, CLARISSA P.	ADAS III	Accounting Unit
5	ERASMO, LOUISE RANDOLPH	ADAS III	Accounting Unit
6	ERSANDO ERICA	ADAS II	Accounting Unit
7	EUFEMIO, ANGELICA	ADAS III	Accounting Unit
8	FERAER, ELENITA	ADAS III	Accounting Unit
9	FRONDA, NENITA S.	ADAS III	Accounting Unit
10	GUIMPATAN, ROXANNE	ADAS III	Accounting Unit



No.	Name	Designation	Unit/Section
11	JOMAO-AS, CHERYL G.	ADAS III	Accounting Unit
12	MALONG, JOHN A.	ADAS III	Accounting Unit
13	MANZO, AISA A.	ADAS III	Accounting Unit
14	MOJICA, JOYCE L.	ADAS III	Accounting Unit
15	OLIDO, MARY GODWIN P.	ADAS III	Accounting Unit
16	OMIPON, JENNIFER B.	ADAS III	Accounting Unit
17	PANGANIBAN, ALICIA M.	ADAS III	Accounting Unit
18	PASCUA, MARIA P.	ADA IV	Accounting Unit
19	RABULAN, REALISA A.	ADAS III	Accounting Unit
20	REYES, EUGENIO ROMEO P.	ADAS III	Accounting Unit
21	ROJO, MARIBEL G.	ADAS III	Accounting Unit
22	ROM, SHERWIN A.	ADAS III	Accounting Unit
23	SARMIENTO, TRISTAN R.	ADAS III	Accounting Unit
24	TENORIO, MARIA CECILIA C.	ADAS III	Accounting Unit
25	ZURBANO, EDNA C.	ADAS II	Accounting Unit
26	CONSTANTE, ROY EDWARD C.	ADAS III	Administrative Services
27	COSTELO, MIKA A.	ADA VI	Administrative Services
28	GALLARDO, MARY JEAN P.	ADA IV	Records Unit
29	ARTURO, JUDITH	Legal Assistant I	Legal Services Unit
30	ALBERTO, CATHERINE C.	ADAS III	Budget Office
31	NOLASCO, SOMAIRA G.	ADAS II	Budget Office
32	SOLIS, JOEL M.	AO V- Budget	Budget Office
33	UBANA, HANNAH A.	Nurse II	MEDICAL Section
34	COSTA, MARIA BELEN	Nurse II	MEDICAL Section
35	AYOS, MARIA FE	Nurse II	MEDICAL Section
36	MAGSOMBOL, ANNA MARIE A.	Nurse II	MEDICAL Section
37	ERSANDO, JENNIFER P.	Nurse II	MEDICAL Section

February 24, 2020 (1:00 PM to 5:00 PM)

No.	Name	Designation	Unit/Section
1	ANTAZO, MARGIELYN	ADAS II	OSDS
2	LONTOC, NIEL IVAN	PDO I	ASDS
3	AVILLA, REY ANN M.		SGOD-YFD
4	COLORADO, EMERSON	ADA III	Planning/Research Section
5	CRUZ, MELANIE	EPS II	HRTD Section
6	DELA ROSA, KRISTINE G.	EPS II	M&E Section
7	DULCE, GINA B.	SEPS	HRTD Section
8	ERNI, ALBERT B.	EPS I	Private Schools Section
9	FULVADORA, JAY P.	ADA III	Private Schools Section
10	MELO, CARLO C.	ADA III	SGOD
11	MINA, JOEL A.	Engineer III	Educational Facilities Section
12	PANGANIBAN, MARLENE P.	SEPS	Social Mobilization Section
13	REYES, JESELLE MARK P.	PDO I	DRRM
14	SEVA, JOANNA ROSE	ADAS II	Educational Facilities Section

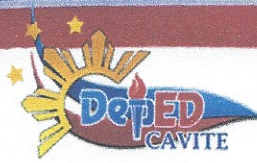


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 Trece Martires City, Cavite



Certificate Number: AJA17-0083

No.	Name	Designation	Unit/Section
15	SOLIGA, JOHN MARK A.	Registrar I	Planning/Research Section
16	TEJIDOR, RENIEL PATRICK S.	Planning Officer II	Planning/Research Section
17	TOPACIO, DIANA P.	Chief, SGOD	Planning/Research Section
18	SALAMATIN, ELDRICH	Registrar I	Planning/Research Section
19	BACULOD, JOHNEDEL	Registrar I	Planning/Research Section
20	VALDEZ, ROSA MARIA	ADAS II	SGOD
21	ROMANES, MARY ANNE JOY	SEPS	Planning/Research Section
22	CAMO, LITO JR.	PDO I	SGOD-YFD
23	AMBAT, GRACE A.	Nurse II	MEDICAL Section
24	ANGAT, KRISTEL A.	Nurse II	MEDICAL Section
25	AURE, AIMEE EUGENE M.	Nurse II	MEDICAL Section
26	BUENDIA, JHOSA KRISTA B.	Nurse II	MEDICAL Section
27	CAYETANO, ALVIN T.	Nurse II	MEDICAL Section
28	DELA CERNA, MAURINE M.	Nurse II	MEDICAL Section
29	DELA CRUZ, MA. REMEDIOS C.	Nurse II	MEDICAL Section
30	GARMA, CLORINDA P.	Nurse II	MEDICAL Section
31	GUIMPATAN, FRANCIS T.	Nurse II	MEDICAL Section
32	HERRERA, ELLAINE A.	Nurse II	MEDICAL Section
33	HERRERA, JULIUS	Nurse II	MEDICAL Section
34	JAVIER, JERIC M.	Nurse II	MEDICAL Section
35	JAVIER, JOMACHRIS T.	Nurse II	MEDICAL Section
36	LUCLUCAN, REAGAN ROYCE D.	Nurse II	MEDICAL Section
37	MARQUEZ, ALYNNA MARIE D.	Nurse II	MEDICAL Section
38	MATEL, RHODORA M.	Nurse II	MEDICAL Section
39	OLIGARIO, HAIZEIL V.	Nurse II	MEDICAL Section
40	ORENCIANO, ANGELITA C.	Medical Officer II	MEDICAL Section
41	PARICO, ELIZABETH O.	Nurse II	MEDICAL Section
42	PENALES, PEARLY MAE R.	Nurse II	MEDICAL Section
43	PEREA, MARY LOVELY JOY R.	Nurse II	MEDICAL Section
44	RAMIREZ, MARY JANE E.	Nurse II	MEDICAL Section
45	REYES, MA. THERESA D.	Nurse II	MEDICAL Section
46	REYES, RAINERIO U.	Medical Officer II	MEDICAL Section
47	REYES, MA. VIDAGRACIA U.	Nurse II	MEDICAL Section
48	RUSTIA, RENEE JANE I.	Nurse II	MEDICAL Section
49	ROMEA, DORCAS D.	Nurse II	MEDICAL Section
50	SAAVEDRA, DOLORES R.	Nurse II	MEDICAL Section
51	SALAZAR, RONALYN P.	Nurse II	MEDICAL Section
52	SALAZAR, NICANOR	Medical Officer II	MEDICAL Section
53	SANTIAGO, MARY GLENDA E	Nurse II	MEDICAL Section
54	TABAYOYONG, FRANCESANNE B.	Nurse II	MEDICAL Section
55	VELASCO, ZYRUS KLAIR S.	Nurse II	MEDICAL Section
56	ARANZANZO, ANA MARIE	EPS	CID
57	AQUINO, EDGARDO	EPS	CID



No.	Name	Designation	Unit/Section
58	ATAS, GREGORIA	PSDS	CID
59	ATENDIDO, ANA ROSE B.	EPS	CID
60	AURE, ELMA P.	EPS	CID
61	BERGADO, ELPIDIA B	Chief, CID	CID
62	CUSTODIO, LEONILA L.	Librarian II	CID
63	DIQUIT, WENIFREDA S.	EPS	CID
64	ENDRACA, ROMEO E.	EPS	CID
65	FRANCISCO, ALICIA	PSDS	CID
66	LEYSON, AL JERALD	EPS	CID
67	LOPEZ, ALMA	EPS	CID
68	MALIGAYO, MA. VICTORIA	EPS	CID
69	MATEL, FELISA C.	EPS	CID
70	MENDOZA, HELEN	EPS	CID
71	MONZAGA, JOSEPHINE	EPS	CID
72	NUESTRO, MARIANITO J.	ADA IV	CID
73	ORTEGA, NOEL	EPS	CID
74	QUINTOS, EMILY R.	EPS	CID
75	RIETA, MARIBETH	EPS	CID
76	SOBERANO, RIZA	EPS	CID
77	VERTUDES, JULIE ANNE V.	PDO II	CID
78	VILLANUEVA, MARLYN D.	EPS	CID
79	ZAPANTA, EDUARDA M.	EPS	CID
80	ALAMO, RONALD ALVIN	Dentist II	Dental Section
81	AUSTRIA, KIEI KING V.	Dental Aide	Dental Section
82	BUENO, ESTER O.	Dental Aide	Dental Section
83	CAPARAS, ROBIN R.	Dental Aide	Dental Section
84	FRANCISCO, JOSIEBELLE B.	Dentist II	Dental Section
85	FRANCISCO, DEMI JO	Dentist II	Dental Section
86	GLORIOSO, ELIZABETH A.	Dentist II	Dental Section
87	LOPEZ, CORAZON P.	Dental Aide	Dental Section
88	MAGCAYANG, ANDRES O.	Dental Aide	Dental Section
89	SOLIS, JOSELITO M.	Dental Aide	Dental Section
90	TOLENTINO, GRACE B.	Dentist II	Dental Section